

West Virginia Division of Immunization Services  
Vaccines for Children (VFC)  
**Inactivation Policy**

If participation in the VFC Program has become unnecessary or undesirable, please follow these guidelines to inactivate your practice.

1. Immediately notify the Division of Immunization Services of your decision by calling:  
1-800-642-3634 or (304) 558-2188.
2. Instructions for transferring the remaining VFC vaccine will be provided at the time of your call.
3. Submit a **written request for inactivation** (signed by the physician) along with the following reports:
  - **West Virginia Vaccine On Hand Report** - document remaining VFC vaccine stock (including expiration dates and lot numbers)
  - **The temperature log**
  - **Vaccine Incident Report** - if you have expired vaccine

Your **written request for inactivation** and reports may be faxed to  
1-888-558-1941

Or mailed to:

Division of Immunization Services  
350 Capitol St., Rm. 125  
Charleston, WV 25301-3715